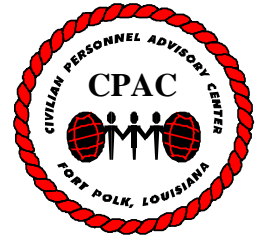




JOINT READINESS TRAINING CENTER AND FORT POLK  
CIVILIAN PERSONNEL ADVISORY CENTER  
FORT POLK, LOUISIANA 71459-5341



"A Return to Prominence – One Satisfied Customer at a Time"

CPAC INFORMATION BULLETIN  
NUMBER 89

December 2006

**ATTENTION**

**FEDVIP Open Season ended on December 11, however BENEFEDS will be accepting belated enrollments from persons unable to enroll during Open Season, because they were experiencing difficulties with the website or couldn't get through on the phone during Open Season.**



**HAVE A VERY  
MERRY CHRISTMAS!**



**NSPS INFORMATION  
UPDATE**

During our recent Town Hall Meetings, a number of questions were raised regarding "Local Market Supplements (LMS)" under NSPS. We promised to provide additional information to explain and clarify the concept.

As promised, here is some general information concerning LMSs. It is designed to provide an overview of the concept. After examining the information, should you still have questions, please do not hesitate to contact your servicing HR Advisor at 531-4020. Here goes:

**General**

Local market supplements (LMSs) are additional payments to employees in specified local market areas, occupations, specializations, or pay bands that are not adequate by world-wide pay band rate ranges. LMSs replace locality pay and special salary rates in NSPS. There are no special salary rates in NSPS.

LMSs are added to base salary. These supplements are calculated as a percentage of base salary and will be set and adjusted by the Department of Defense (DoD). Occupation, specialization (e.g., nurse-anesthetist), pay band, and official worksite determine which LMS is applicable to an employee.

**LMS and Base Salary**

LMSs are considered basic pay for:

- Retirement deductions, contributions, and benefits
- Life insurance premiums and benefits
- Premium pay
- Severance pay
- Cost-of-living allowances and post differentials
- Overseas allowances and differentials

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- Recruitment, relocation, and retention incentives; supervisory differentials; and extended assignment incentives
- Lump-sum payments for accumulated and accrued annual leave
- Other payments and adjustments authorized by DoD

### **About Local Market Supplement Adjustments**

At least once a year, DoD reviews LMSs and adjusts them as appropriate. A variety of factors are reviewed in making LMS determinations, such as:

- Mission requirements
- Labor-market conditions
- Availability of funds
- Allowances and differentials, such as those paid to employees overseas and in Alaska and Hawaii
- Similar pay adjustments received by employees of other federal agencies.

Within the same local market area, different supplements may be necessary and approved for different career groups or for different occupations, specializations, or pay bands within the same career group.

Initially, DoD will use existing GS locality pay area definitions for standard local market areas, but has the authority to redefine areas in the future.

DoD will also identify the geographic coverage for a LMS that applies to a specific occupation, specialization, or pay band (referred to as “targeted” LMS).

### **Relationship of Performance to LMS**

Employee eligibility for an increase to LMS is contingent on performance. Employees with a rating of record of unacceptable are not eligible for increases to LMS.

### **Special Note**

LMS is not portable. When an employee moves into a different position or geographic location, the employee receives the LMS for the new position or location. Employees will not retain a higher LMS.

LMS replaces both GS locality pay and special rate supplements.

### **Frequently Asked Questions**

**Question:** At the time of conversion to NSPS, will the LMS be the same as the locality pay employees are currently receiving?

**Answer:** Yes, at time of conversion the standard LMS will be the same as GS locality pay for each area. Employees will convert to NSPS without a loss in pay.

**Question:** What about employees who are receiving a special salary rate?

**Answer:** In most cases, special salary rates will be subsumed within the broader pay ranges of the NSPS pay bands (including the addition of the standard local market supplement). For employees paid from a special salary table that has a maximum that exceeds the pay band maximum (plus the applicable standard LMS), a targeted LMS will be established. The targeted LMS will ensure that such employees will convert to NSPS without a loss in pay. At the time of conversion, employees’ GS adjusted salary (base rate plus special rate supplement) will be the same as their NSPS adjusted salary (base rate plus local market supplement).

**Question:** Will DoD employees outside the continental United States (OCONUS) receive an LMS when they transition to NSPS?

**Answer:** In the initial implementation of NSPS in OCONUS locations, only employees who receive a special salary rate under the General Schedule that is not subsumed within the NSPS pay band into which they convert will receive an LMS when they transition to NSPS.

**Question:** What happens to cost-of-living allowances (COLAs) for nonforeign areas under NSPS (e.g., those that apply in Alaska and Hawaii)?

**Answer:** NSPS implementation will have no effect on nonforeign area COLAs. The Department has no authority to change nonforeign area COLAs, which are established by the Office of Personnel Management.

**Question:** If an employee moves from one local market area to another, could the local market supplement change (go up or down)?

**Answer:** Yes. Just as locality pay may increase or decrease when an employee moves from one locality pay area to another (e.g., moving from Norfolk, VA to San Diego, CA) the local market supplement may increase or decrease as a result of a move.

**Question:** Do all employees in a given pay band receive an increase in the LMS that applies to their pay band.

**Answer:** No. Employees with a rating of unacceptable do not.

**Question:** Could DoD reduce an LMS?

**Answer:** Similar to GS locality pay percentages, which are subject to being increased, decreased, or left unchanged during the annual adjustment process each January, NSPS LMS may also be increased, decreased, or left unchanged. Under NSPS all LMS will be reviewed at least annually for possible adjustment that will be effective the first pay period beginning in January. While

there is the possibility of an LMS being decreased, experience with GS locality pay indicates that this would be a rare occurrence (no locality pay percentage has been reduced since GS locality pay was first introduced).

**Question:** Is the LMS included in performance-based payout calculations?

**Answer:** No. Performance-based payout calculations use employees' base salary only.

## FROM THE DESK OF THE CPAC DIRECTOR

### ICE KUDOS AND SLAMS

Here we are again to share with you comments received from our "satisfied" customers and also our "not so satisfied" customers. As we did last time, we will start out with the good first.

#### "KUDOS"

Fifteen (15) "Excellent" and two (2) "Good" responses and the following comments:

"... is a gem. She continually keeps us informed on the latest updates and failures within the Civilian Personnel System."

"Always get professional, helpful information from this office."

"... Consistently provides a timely response to all inquiries."

"I have recently accepted a position here at Fort Polk. The CPAC staff were excellent. They answered every question that I had and provided information about the area before I arrived. I was converting to NAF from GS and they are most knowledgeable in these matters. They are diligently trying to correct others' mistakes in the conversion and always with a smile. The staff are friendly and professional and Fort Polk should make sure they are appreciated. I could not believe that they took a personal interest in making the move the best ever. I can truly say that I look forward to working with the staff while here at Fort Polk." (NAF Personnel Office)

"...has responded to matters concerning military buy back with excellent information and contact telephone numbers expeditiously. She is a great asset to your organization and should be commended for her excellency in professionalism and timeliness."

"Ms. ...always provides outstanding customer support. She provides timely responses to requests for assistance. Thanks."

"Great services! All the CPAC staff are fantastic. As a new civil service employee, I have found that my

transition was facilitated by some of the best people on this installation. I would like to make one suggestion however, some of us take the oath of office very seriously, we compare it to our military reenlistment. Could you please make it a little more solemn and meaningful for those that follow."

"I and my staff have always received prompt replies to our questions and requests for assistance. The staff is friendly and goes out of their way to make sure that you are taken care of in a professional manner. The support provided is outstanding. The classes that the staff provides are very informative and can be used in the workplace. Requests for special training are handled in a very quick and courteous manner. Our staff is kept informed of training available to the workforce. Our CPAC is an outstanding organization that reaches out to support the needs of the installation. It is reassuring to feel like our organization and personnel matter. The answers are not always what we want to hear, but are the right answers."

"I think It may have been beneficial to be in the computer lab for a period of time to show us how to maneuver through the CPOL website and other websites shown to us and to get a password etc."

"... And ...have been very helpful and patient with me in my ongoing processing of transitioning from DOD. I truly appreciate all the help that they have given me."

"The HR Assistants were fabulous. The class was very informative. I would tell everyone about it. Thanks a lot. They all need a pay increase."

"All of the instructors were very knowledgeable. Some of the students asked questions that were off the topic being covered. The instructors were in most cases, able to answer their questions, a true testament of their knowledge. If an instructor is with a class that is very inquisitive, the instructor may want to cover the assigned material first, then answer questions as time allows."

"Director and staff are professional, personal, friendly, and most helpful. Assistance is usually provided immediately; if it cannot be, the staff will get back to you via email and/or phone call. One of the best group of CPO employees that I have ever been associated with. The training sessions are great. ...ensures that all employees are informed of what training is available and which courses are mandatory for professional development and ensures that one enrolls and completes the courses. Hopefully, they will get a new or newer facility one day. They provide excellent services from the World War II building that they are in, but could really use a better facility. It is not the building that makes the program, but the people and they are excellent in what

they do for the community, however, excellent people should be providing those services from a better facility."

"I find the CPAC staff to be knowledgeable and hard working. However, I find their facilities completely insufficient and also consider their office to be understaffed. My observations are consistent with a general trend toward funding mission requirements while ignoring infrastructure and installation requirements."

"Thanks to ALL at the CPAC, especially ..., who worked so hard to get the extension of my term position through IMA. I appreciate you!"

### **"ANONYMOUS SLAMS"**

We received a comment from an anonymous individual who rated the employee staff and attitude as poor. The comment was made in response to an email the individual received from a member of the CPAC Staff. The individual stated, "Ms. ...first two sentences were inappropriate and rude. I feel she could have handled this better and in a more professional manner. Also, her ICE link is not working."

I took a look at the email response and find that the first sentence could possibly be viewed as inappropriate and rude. However, I would like to assure this individual that this was not the intent of the HR specialist, and I offer my apology for any offense taken. As you must know, I expect my staff to treat all customers with courtesy and in a professional manner. We can not become the "Best CPAC in the Army" if we are not focused on our customer focused vision and our core beliefs that people are our business, quality service is our pride, and exceeding customer expectations is our aim. As such, I have met with my staff and reminded them of these core beliefs and the need to always deal with customers in a professional manner. I am assured that they strive each day to deliver such service to each customer that enters through our doors. You can be assured that a poor attitude by any member of my staff to a customer is not taken lightly and when there is a substantiated claim of such treatment, I will take whatever appropriate action is required. *Update: Her Ice link is now working.*

Remember, it is our goal to **"return to prominence - one satisfied customer at a time."** If at any time you are not happy with the services provided to you by any member of the CPAC family, just give me a call at 531-1840 and let's talk about it.

*Until next time...  
Donald Mallet*



**"Return to prominence – one satisfied customer at a time."**

## **LABOR CORNER**

### **WELCOME TO NAIL**

Effective 10 October 2006, the National Association of Independent Labor (NAIL) Union, Local 10, was granted exclusive recognition to represent all bargaining unit employees at Fort Polk previously represented by the National Association of Government Employees (NAGE) Union. The union officials and stewards are unchanged, and Mr. Robert Love serves as the National Representative. The hours of operation for the NAIL Union Office are not established at this time, and it is projected that the union will be moving to a new office in the near future.

This grant of exclusive recognition signifies the beginning of a cooperative and constructive relationship, which will be beneficial to both the employees of the unit and this installation. The Command has pledged the cooperation and support of the management structure and solicits the cooperation and support of all the officers and employees of the unit in this endeavor.

The date of the official ceremony granting exclusive recognition to NAIL is pending, but the event will be published in the Guardian.

## **BENEFITS CORNER**

### **2007 BENEFITS ELECTION GUIDE**

#### **FEHB – Federal Employees Health Benefits**

Q. What is this?

A. Medical coverage for doctor visits, prescription drugs, hospitalization, etc. Premiums are automatically withheld on a pre-tax basis unless the pre-tax benefit is waived.

Q. Where can I learn more?

A. <http://www.opm.gov/insure/health/>

Q. How/where do I enroll or make a change?

A. Army Benefits Center-Civilian (ABC-C)

<https://www.abc.army.mil>

1-877-276-9287

TDD: 1-877-276-9833

Q. Since I must enroll via an automated system, how do I get the IDs PINs and passwords?

A. To log into ABC-C you will need your Army Knowledge On-Line (AKO) user ID and password.



Register or reset password at [www.us.army.mil](http://www.us.army.mil). If assistance is needed with AKO, email the AKO Helpdesk at [help@us.army.mil](mailto:help@us.army.mil). You will need a PIN. For first access, the PIN will be the four-digit number for your month and year of birth (MMYY). You must change it to a six-digit custom PIN. If you have forgotten your ABC-C PIN, call 1-877-276-9287.

Q. If I had this benefit in 2006 and wish to keep it in 2007, do I need to take any action?

A. No action is required.

Q. When can I make my election or change?

A. You may enroll, change your plan and/or option, or cancel coverage during the open enrollment period 13 Nov – 11 Dec 2006. Also, certain life events will allow changes to be made within 31 days before to 60 days of the event.

Q. What is the effective date of my election/change?

A. Coverage becomes effective on January 7, 2007. You may use the benefits as of this date.

#### **FEDVIP – Federal Employees Dental and Vision Insurance Program**

Q. What is this?

A. Supplemental dental and vision benefits. If enrolled in FEHB, your FEHB plan's dental/vision benefits are the primary coverage, FEDVIP is secondary. Premiums are withheld on a pre-tax basis.

Q. Where can I learn more?

A. <http://www.opm.gov/insure/dentalvision/> or [www.BENEFEDS.com](http://www.BENEFEDS.com)

Q. How/where do I enroll or make a change?

A. BENEFEDS Portal [www.BENEFEDS.com](http://www.BENEFEDS.com)  
1-877-888-3337  
TTY: 1-877-889-5680

Q. Since I must enroll via an automated system, how do I get the IDs PINs and passwords?

A. The BENEFEDS system will assign a user ID and prompt you to create your password the first time you access the system. If forgotten, you may obtain assistance by web or phone to reset.

Q. If I had this benefit in 2006 and wish to keep it in 2007, do I need to take any action?

A. N/A – new for 2007. In the future, if you wish to continue these benefits, you will not have to make an election each year.

Q. When can I make my election or change?

A. You may enroll, change your plan and/or option, or cancel coverage during the open enrollment period 13 Nov – 11 Dec 2006. Also, certain life events will allow

changes to be made within 31 days before to 60 days of the event.

Q. What is the effective date of my election/change?

A. Coverage becomes effective on December 31, 2006. You may use the benefits as of this date.

#### **FSAs – Flexible Spending Accounts**

Q. What is this?

A. Pre-tax accounts for out-of-pocket medical and dependant care expenses.

Q. Where can I learn more?

A. [www.fsafeds.gov](http://www.fsafeds.gov)

Q. How/where do I enroll or make a change?

A. FSAFEDS [www.fsafeds.com](http://www.fsafeds.com)  
1-877-372-3337  
TTY: 1-800-952-0450

Q. Since I must enroll via an automated system, how do I get the IDs PINs and passwords?

A. Your user ID will be your SSN (or alternate ID) and the system will prompt you to create your password the first time you access the system. If forgotten, you may obtain assistance by web or phone to reset.

Q. If I had this benefit in 2006 and wish to keep it in 2007, do I need to take any action?

A. Yes, you must enroll each year to continue your FSA benefits.

Q. When can I make my election or change?

A. You may enroll, change your plan and/or option, or cancel coverage during the open enrollment period 13 Nov – 11 Dec 2006. Also, certain life events will allow changes to be made within 31 days before to 60 days of the event.

Q. What is the effective date of my election/change?

A. Benefit period for a 2007 account expenses runs from January 1, 2007 – March 15, 2008.

#### **TSP – Thrift Savings Plan Contributions**

Q. What is this?

A. Tax-deferred retirement and investment savings plan. (*IRS limit on employee contributions for 2007 is 15,500*)

Q. Where can I learn more?

A. [www.tsp.gov](http://www.tsp.gov) and <https://abc.army.mil>

Q. How/where do I enroll or make a change?

A. Army Benefits Center – Civilian  
<https://www.abc.army.mil>  
1-877-276-9287  
TDD: 1-877-276-9833

Q. Since I must enroll via an automated system, how do I get the IDs PINs and passwords?

A. To log into ABC-C you will need your Army Knowledge On-Line (AKO) user ID and password. Register or reset password at [www.us.army.mil](http://www.us.army.mil). If assistance is needed with AKO, email the AKO Helpdesk at [help@us.army.mil](mailto:help@us.army.mil). You will need a PIN. For first access, the PIN will be the four-digit number for your month and year of birth (MMYY). You must change it to a six-digit custom PIN. If you have forgotten your ABC-C PIN, call 1-877-276-9287.

Q. If I had this benefit in 2006 and wish to keep it in 2007, do I need to take any action?

A. No, however, if you wish to contribute up to the new IRS maximum of \$15,500, you will need to increase the amount of your contribution.

Q. When can I make my election or change?

A. You can enroll in TSP, increase or decrease the amount of your contributions, or stop your contributions at any time.

Q. What is the effective date of my election/change?

A. TSP contribution elections/changes become effective at the beginning of the next pay period after you make your transaction.

#### **TSP Catch-up Contributions (for those age 50+ and those who will reach age 50 in 2007)**

Q. What is this?

A. A separate additional tax-deferred contribution. IRS limit for 2007 is \$5,000. *(you must plan to make the maximum 2007 employee contribution of \$15,500 to be eligible.)*

Q. Where can I learn more?

A. [www.tsp.gov](http://www.tsp.gov) and <https://abc.army.mil>

Q. How/where do I enroll or make a change?

A. Army Benefits Center – Civilian

<https://www.abc.army.mil>

1-877-276-9287

TDD: 1-877-276-9833

Q. Since I must enroll via an automated system, how do I get the IDs PINs and passwords?

A. To log into ABC-C you will need your Army Knowledge On-Line (AKO) user ID and password. Register or reset password at [www.us.army.mil](http://www.us.army.mil). If assistance is needed with AKO, email the AKO Helpdesk at [help@us.army.mil](mailto:help@us.army.mil). You will need a PIN. For first access, the PIN will be the four-digit number for your month and year of birth (MMYY). You must change it to a six-digit custom PIN. If you have forgotten your ABC-C PIN, call 1-877-276-9287.

Q. If I had this benefit in 2006 and wish to keep it in 2007, do I need to take any action?

A. YES – if you wish to make TSP Catch-up contributions for 2007, you must make a new election.

Q. When can I make my election or change?

A. For 2007, depending on your servicing payroll office, you may make an election beginning November 26 or December 10, 2006, or anytime thereafter. Visit <https://www.abc.army.mil> for specific information.

Q. What is the effective date of my election/change?

A. TSP Catch-up contribution elections/changes become effective at the beginning of the next pay period after you make your transaction.

#### **TSP Allocated Funds**

Q. What is this?

A. Moving your future contributions (contribution allocation) and/or account balance (interfund transfer) between the investment funds.

Q. Where can I learn more?

A. [www.tsp.gov](http://www.tsp.gov)

Q. How/where do I enroll or make a change?

A. Thrift Savings Plan [www.tsp.gov](http://www.tsp.gov)

1-877-968-3778

TDD: 1-877-847-4385

Q. Since I must enroll via an automated system, how do I get the IDs PINs and passwords?

A. PIN required; if needed, web and phone systems have the option to request that a new PIN be mailed to your address of record. You cannot access the TSP systems until you receive your PIN.

Q. If I had this benefit in 2006 and wish to keep it in 2007, do I need to take any action?

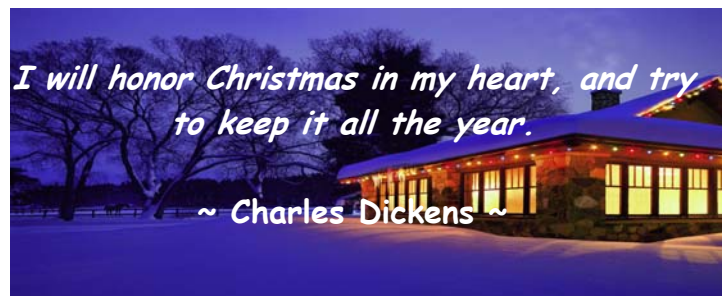
A. N/A

Q. When can I make my election or change?

A. N/A – you may change your fund allocations at any time.

Q. What is the effective date of my election/change?

A. Within 1-2 business days.



## \$\$ PAY CORNER \$\$

### 2007 Pay Calendar

<b>JANUARY 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>MARCH 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>APRIL 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>MAY 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JUNE 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>JULY 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>AUGUST 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>SEPTEMBER 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
<b>OCTOBER 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>DECEMBER 2007</b> Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

○ = Holiday    □ = Pay Day    ▢ = PP Ending Date

## TSP CORNER

### WHAT'S NEW

**IRS contribution limits for 2007** — For 2007, the IRS permits you to contribute up to \$15,500 in tax-deferred money to the TSP. To enroll or change the amount of your contributions, give your agency or service a completed TSP Election Form — TSP-1 (or TSP-U-1 if you are a member of the uniformed services) — unless your agency or service requires you to use an automated system, such as Employee Express, PostalEASE, or myPay. Check with your agency or service for guidance.

**Catch-up contributions for 2007** — If you will be age 50 or older during 2007, you may contribute up to \$5,000 in additional “catch-up” contributions if your regular contributions for the year are expected to reach the \$15,500 limit. To make or continue catch-up

contributions in 2007, you must submit a new election, either electronically or on Form TSP-1-C (TSP-U-1-C if you are a member of the uniformed services). Check with your agency or service TSP representative for guidance about when to submit your election.

**415(c) contribution limit** — For 2007, members of the uniformed services may contribute up to \$45,000 in combined tax-deferred and tax-exempt money. If you have both a civilian and a uniformed services TSP account, that limit includes your contributions to both accounts.

**Holiday schedule** — In observance of the Christmas and New Year’s holidays, the TSP will use a special processing schedule for end-of-the-year 2006 transactions. The schedule is available on this Web site.

**Address reminder** — Has your address changed? If you are *actively employed* in Federal service or the uniformed services, make sure to *inform your agency or service* of the change so it can report it to the TSP. If you are *no longer employed* by the Government, you can *report your new address directly to the TSP record keeper*, either by using the Account Access section of this Web site or by submitting Form TSP-9 (TSP-U-9 if you were a member of the uniformed services).

### TSP RATES OF RETURN

Rates of Return were updated on December 1, 2006

\*\*\*\*\*

	G Fund	F Fund	C Fund	S Fund	I Fund
November 2006	0.43%	1.08%	1.91%	3.54%	2.96%

Last 12 Months	5.04%	5.96%	14.25%	15.61%	28.20%
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(12/1/2005-11/30/2006)

\*The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

November 2006	L2040	L2030	L2020	L2010	LIncome
	2.32%	2.03%	1.78%	1.34%	0.79%
Last 12 Months	16.54%	15.04%	13.65	11.11%	7.55%
12/01/2005-11/30/2006					

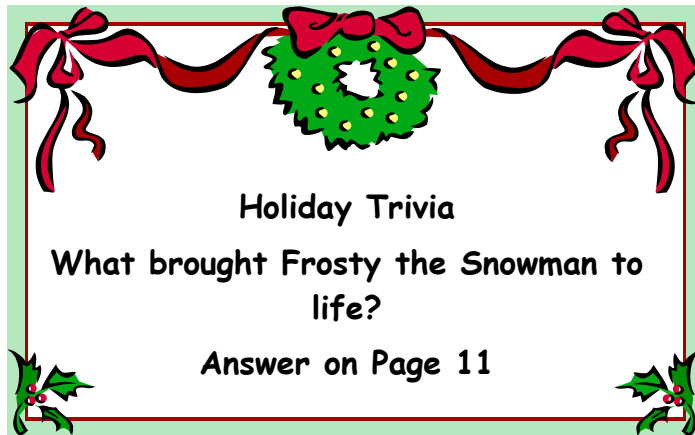
\*The monthly G, F, C, S, and I fund returns represent the change in their respective share prices for the month. The changes in share prices reflect net earnings after accrued TSP administrative expenses have been deducted. The F, C, S, and I fund share prices also reflect the deduction of trading costs and accrued investment management fees.

The TSP is a retirement savings plan for civilian federal employees. The monthly G, F, C, S, and I Fund returns represent the actual total rates used to allocate monthly

earnings to participant accounts. Allocations are usually completed by the fourth business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The TSP performance history for the past 12 months can be accessed through the following link:

[http://www.tsp.gov/curinfo/annuity\\_history.html](http://www.tsp.gov/curinfo/annuity_history.html)



### SPECIAL ANNOUNCEMENT BE SAFE THIS HOLIDAY SEASON!

During this holiday season the Army Substance Abuse Program (ASAP) would like to share this message about Binge Drinking to the Fort Polk community/family:

#### BINGE DRINKING

Binge drinking is defined as five standard drinks in a row for men and four for women. A “standard drink” is 12 grams of pure ethanol, which equals:

- 12 ounces of beer or wine cooler
- 8 ounces of malt liquor
- 5 ounces of wine
- 1 ½ ounces of 80-proof distilled spirits (whiskey)

Alcohol affects women more quickly than men, adjusting for weight, because men’s bodies have greater percentage of water by volume. Heavy, fast drinking is terribly risky, because it can spiral out of control. Hangover is a given: headache, thirst, nausea, vomiting, sensitivity to light and noise, blurry vision, shakiness, and exhaustion. Alcohol poisoning and respiratory arrest, which can progress to coma or death, are major risks. Injuries or death from falls, drowning, and other accidents are common. Bingers are more likely to have unsafe sex, leading to pregnancy and STDs. Serious health effects are

not the only impacts of binge drinking. Bingers have more and more severe, hangovers. Not only do bingers miss school and work, but one night of heavy drinking can limit your mental ability for up to 30 days!

Being drunk costs someone his/her reasoning ability, movement control, and reaction speed, making him/her *deadly behind the wheel of a car*. A person begins having clouded judgement and impairment of the sensory-motor skills crucial to driving at .05 blood Alcohol content (BAC). Even someone with a .02 BAC will show moderate effects of alcohol use.

Everyone behaves differently when using alcohol or drugs. Some people look like they have it under control. Don’t be fooled. Just because they aren’t slurring their speech or stumbling around doesn’t mean their reactions and instincts aren’t clouded. Don’t let friendship cloud you judgement about safety. If a friend has been drinking or using drugs, take their keys away. Driving under the influence could end their life, the life of their passengers, or the lives of others on the road.

Use your common sense and be your own best influence. Don’t use alcohol or drugs and then get behind the wheel. The ASAP team: A.J. Smith, Liz Stennis, Ronda Blomberg, Carol and Tom Gilliard would like to see everyone from the Fort Polk family have a safe and responsible holiday season and all return home safely. *Merry Christmas and Happy New Year.*

### HOLIDAY/LIBERAL LEAVE SCHEDULE FOR 2006

<u>HOLIDAY</u>	<u>DATE DESIGNATED</u>	<u>TRAINING/ LIBERAL LEAVE</u>
Martin Luther	16 Jan 2006	13 Jan 2006
King Birthday	16 Jan 2006	13 Jan 2006
Washington’s Birthday	20 Feb 2006	17 Feb 2006
Memorial Day	29 May 2006	26 May 2006
Independence Day	04 Jul 2006	03 Jul 2006
Labor Day	04 Sep 2006	01 Sep 2006
Columbus Day	09 Oct 2006	09 Oct 2006
Veterans’ Day	10 Nov 2006	09 Nov 2006
Thanksgiving Day	23 Nov 2006	24 Nov 2006
Christmas Day	25 Dec 2006	26 Dec 2006
New Year’s Day	01 Jan 2006	02 Jan 2006





## LEAVE TRANSFER PROGRAM

Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 412. We are currently accepting leave donations for the following:

**\*Rodney J. Gainous – MEDDAC CPB 23-06**

**\*Hurricane Katrina victims CPB 21-05**

(For more info regarding Katrina ELTP please refer to the link below and click on CPB 21-05 dated 2 Dec 2005): <http://www.jrtc-polk.army.mil/cpac/CPB2005.htm>

If you have any questions regarding leave transfer contact an HR Advisor at the CPAC.

## MANDATORY TRAINING



**Mandatory Training for December FY 06** will be conducted on the dates below. Employee's and their supervisors have the opportunity to choose between two dates to attend the training. Two training dates should help to alleviate the workload problems that we now face when scheduling our employees to attend this training. **Seats will be filled on a first come first serve basis.** The classroom fills up quickly. **My recommendation is that you have your employee's to arrive NLT 0750 to ensure that they get a seat.** Everyone is required to attend this training.... Mark your calendar and plan to attend. The location of the training classes will be at the new Library/Education Center, Bldg. 660, Room 221/223.

**The December 2006 training dates are:**

**05 December 2006**

**13 December 2006**

**NOTE: The Anti-Terrorism Level 1 Awareness Training in an included presentation in the Mandatory Training Day. This is the preferred method of training. As of March 2006 employees are no longer required to complete the training online. This decision was made because the online training is specifically designed for employees who will be traveling and is not the orientation they should receive for everyday application. Only employees who are experiencing extenuating circumstances "may" be allowed to complete the online version of the training. If you desire**

**further info concerning this matter or have an employee who needs to take the online version please contact Tami Culbreath at 531-1856.**

**The schedule of training is as follows:**

0800 - 0900 ALCOHOL AND DRUG ABUSE TRAINING  
 0900 - 0915 BREAK  
 0915 - 0945 SECURITY  
 0945 - 1020 SAEDA  
 1020 - 1035 BREAK  
 1035 - 1115 DA ETHICS  
 1115 - 1215 LUNCH  
 1215 - 1345 EEO/POSH  
 1345 - 1400 BREAK  
 1400 - 1450 ENVIRONMENTAL  
 1450 - 1500 BREAK  
 1500 - 1630 AT LEVEL 1 AWARENESS TRAINING

If you have any questions regarding the above training schedule please contact Tami Culbreath at 531-1856.

## EMPLOYEE WELLNESS BJAC HEALTH AWARENESS

### 20 TIPS TO STOP USING TOBACCO



If you pledged during the Great American Smokeout to go Cold Turkey for 24 hours, maybe you're now thinking about quitting for good. Below are 20 tips to stop smoking, provided by Foundation Health

Preventive Care Services, which may help to make that transition easier:

- ⊗ Make a list of your reasons for wanting to quit.
- ⊗ Think Positively.
- ⊗ Set a Quota
- ⊗ Record Your Tobacco Use Habits
- ⊗ Acknowledge The Facts that tobacco use may harm your health as well as your loved ones
- ⊗ Make Tobacco Use Inconvenient
- ⊗ Practice Healthy Habits – Aim for an active lifestyle wit regular exercise and a balanced diet. Get plenty of rest.
- ⊗ If you smoke, don't Inhale. Practice with every other cigarette or ½ of each cigarette.
- ⊗ Choose your environment. Spend more time in places where smoking is not allowed
- ⊗ Choose An Activity. Occupy your hands and time.
- ⊗ Talk with someone who will support your decision.

- ⊗ Make It Harder To Use Tobacco. Change the places you put your cigarettes, chew or dip. Make them difficult to find.
- ⊗ Change The Amount And Brand. Buy one pack at a time. Change the brand frequently.
- ⊗ Get Rid Of Tobacco Use Reminders.
- ⊗ Keep Every Cigarette Butt. Collect them in a jar. Place them where you can see them.
- ⊗ Quit With Someone.
- ⊗ Reward Yourself.
- ⊗ Change Your Tobacco Use Habits.
- ⊗ Have Low-Calorie Snacks Available. Replace the urge by chewing sugarless gum or mints. Snack on celery, carrots, raisins, etc.

**Still Need Help?** BJACH's Health Promotion Program offers the Tobacco Cessation Program to those persons desiring to quit. If you are interested in quitting tobacco use, you may call the Health Promotion Program at 531-6880 and you will be scheduled as soon as a class is available.

### **KNOW HOW TO STEER CLEAR OF DRUNKEN DRIVERS**

Approximately three in every 10 people will be involved in an alcohol-related crash at some time in their lives. Be prepared and take precautions.

Drunken drivers cause half of all automobile accidents. The lives of countless innocent victims are taken each year. Even with tougher laws nationwide as deterrents, many individuals still get behind the wheel while under the influence of alcohol. How can we keep ourselves and our loved ones safe? Driving defensively is a good strategy.

#### **Watch Out for Drivers Who:**

- drive too fast or too slow
- swerve or drive too close to the center line or the shoulder
- approach a signal or stop sign too fast or too slow
- drive with their windows open in cold or rainy weather
- ignore traffic signals
- speed erratically
- ignore other drivers
- pass other cars too quickly or too slowly
- make jerky starts and stop quickly & make frequent lane changes
- overshoot signals or stop signs

- drive without lights on after sundown
- follow other cars too closely
- are partying with their passengers

**What Should You Do? If you come across drivers displaying any of these traits, get away from them.**

- If the car is in front of you, slow down and let it get farther away. Don't try to pass; it may swerve into you.
- If the car is behind you on the freeway, speed up enough to put distance **between you, or take the next exit.** On surface streets, turn at the next right turn.
- If the driver is coming toward you from the opposite direction, slow down and move off the road if necessary.
- When you come to intersections, don't assume that the driver of the car coming towards you is sober and paying attention. Be cautious before you cross, making sure that the other car has come to a complete stop, especially after a light change. *Your right-of-way will not always protect you.*
- Any time you see a driver obviously under the influence and you can safely get the license plate number, immediately report it to the nearest law enforcement agency.

In recognition of National Drunk and Drugged Driving Awareness Month, the Health Promotion Program will be providing awareness information at the Post Exchange on 1 December 2006 10 AM to 1 PM.

Information provided by ©Parlay International

### **STOP AIDS: KEEP THE PROMISE** **by Julie Ruch, RN BJACH**

December 1<sup>st</sup> is World AIDS Day. It is a time to remember those we have lost as well as a time to look ahead. This year's theme "Stop AIDS: Keep the Promise" encourages us all to do our part in HIV prevention while continuing to provide services and care for those already infected. This year's theme differs in that it will be the theme through year 2010. It is a way to hold world leaders accountable for their commitments made in 2005. This commitment was to provide universal access to treatment by 2010.

Many things have changed in the twenty-five years since the first case of AIDS was discovered in the US. Advancements in treatment mean that people now live with HIV instead of die with AIDS. HIV infection has gone from being a homosexual disease to being everybody's disease. The things that haven't changed

include the way HIV is spread and the ways you can protect yourself.

More than 20 million people have died worldwide since 1981. The United Nations Program on HIV/AIDS estimates that in the U.S. alone, 1.2 million people are living with HIV and an estimated 40,000 new HIV infections occur every year. HIV continues to remain a public health concern all over the world.

One of the devastating facts about HIV/AIDS is the disproportionate infection/diagnosis rate among people of color. According to the CDC, African Americans make up 12.7% of the population, but they accounted for 54% of those newly diagnosed with HIV in 2002. The US Census Bureau reports that HIV/AIDS was the second leading cause of death among African American men ages 35-44. It was the **leading** cause of death among African American women ages 25-34.

The Hispanic population is also feeling the impact of HIV/AIDS in their community. The US Census Bureau reports that Hispanics make up 13.7% of the population, but according to the CDC they make up 19% of the total AIDS diagnoses from 1981 through 2003. The National Center for Health Statistics reports that HIV/AIDS was the third leading cause of death for Hispanic men ages 35-44 and the fourth leading cause of death for Hispanic women ages 35-44.

There is still no cure for HIV/AIDS and there is no vaccine to prevent transmission. We must all learn about the risk factors associated with HIV transmission and unprotected sex is the biggest risk factor we can minimize. Other than abstinence, correct and consistent use of condoms is the best way to protect your self against HIV. Another way to protect your self is monogamy.

How does the Army address the issue of HIV/AIDS? One way the Army addresses this issue is through education. IAW AR 600-110, all unit commanders will ensure that their soldiers attend at least one HIV education class annually. How HIV affects the immune system, transmission routes, ways to protect your self, and treatment options are all discussed during this class.

Another way the Army maintains readiness and protects the welfare of its soldiers is to test for HIV. IAW AR 600-110, those who are HIV positive and able to perform their duties are allowed to remain on active duty. They are non-deployable, but are able to fulfill many needed jobs within the military.

To celebrate World AIDS Day, information tables will be set up at BJACH at the first and second floor entrances on December 1<sup>st</sup>. Community Health Nursing will be in Alexandria on December 1<sup>st</sup> with Central Louisiana AIDS

Support Services to assist with testing and to provide education.

If you would like more information or would like to schedule a class for your unit or community group, contact Julie Ruch, RN, CHN at 531-4752.

## ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. [Laura.mireles@us.army.mil](mailto:Laura.mireles@us.army.mil)
2. Call 531-4020

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//  
**DONALD R. MALLET**  
Director, Civilian Personnel  
Advisory Center

